

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



**Official Time Usage in the
Federal Government
Fiscal Year 2011
Survey Responses**

February 2013

a New Day for Federal Service

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Introduction

The Civil Service Reform Act of 1978 (CSRA) includes the following Congressional finding:

(a) The Congress finds that--

(1) experience in both private and public employment indicates that the statutory protection of the right of employees to organize, bargain collectively, and participate through labor organizations of their own choosing in decisions which affect them—

(A) safeguards the public interest,

(B) contributes to the effective conduct of public business, and

(C) facilitates and encourages the amicable settlements of disputes between employees and their employers involving conditions of employment; and

(2) the public interest demands the highest standards of employee performance and the continued development and implementation of modern and progressive work practices to facilitate and improve employee performance and the efficient accomplishment of the operations of the Government.

Therefore, labor organizations and collective bargaining in the civil service are in the public interest. 5 U.S.C. 7101(a)(emphasis supplied).

President Obama reinforced this Congressional finding through issuance of Executive Order 13522, "Creating Labor-Management Forums to Improve Delivery of Government Services." The order recognizes that "Federal employees and their union representatives are an essential source of front-line ideas and information about the realities of delivering Government services to the American people." Moreover, in addition to promoting effective labor relations, the President noted that "[a] non-adversarial forum for managers, employees, and employees' union representatives to discuss Government operations will ... improve the productivity and effectiveness of the Federal Government."

The role of unions in the Federal sector is significantly different than it is in the private sector. Indeed, the CSRA establishes a collective bargaining system that is tailored to the unique concerns of the Federal Government, carefully balancing the interests of the public, agency management, and employees. Thus, Federal employees are prohibited by law from striking as a means to redress grievances with their employers. See 5 U.S.C. 7116(b)(7). Many of the terms and conditions of employment of a Federal employee (including pay and benefits for most employees) are set by law and not subject to bargaining. Others are taken off the bargaining table by a broad management rights provision. See 5 U.S.C. 7106(a). Finally, Federal sector unions

must represent all employees in a bargaining unit, regardless of whether the employees are dues-paying members of the union. See 5 U.S.C. 7114(a)(1). Membership in labor unions is therefore entirely voluntary for Federal employees and, as a result, there are fewer incentives for Federal employees to join and pay union dues than there are for private sector and many state and local government employees. This voluntary membership in Federal sector unions results in considerable reliance by unions on the volunteer work of bargaining unit employees, rather than paid union business agents, to represent the union in representational matters such as collective bargaining and grievances.

"Official time," authorized by 5 U.S.C. 7131, is a core component of the Federal Government's carefully crafted collective bargaining system. Official time is time spent by Federal employees performing representational work for a bargaining unit in lieu of their regularly assigned work. It allows unions to satisfy their duty of fair representation to members and non-members alike.

Official time is available for representational tasks only. It is therefore not available:

- for conducting internal union business (such as union elections or conventions); or,
- for any other purpose not tied directly to representation of bargaining unit employees in matters concerning conditions of employment.

Rather, union representatives use official time in the service of bargaining unit members, including:

- to participate in labor-management workgroups;
- to represent bargaining unit employees in meetings;
- to facilitate implementation of new workplace initiatives that enhance employees' ability to effectively serve the public;
- to assist the agency in communicating important information about workplace matters to employees;
- to negotiate contracts and other collective bargaining agreements; and,
- to represent employees in grievances and disciplinary actions.

With the issuance of E.O. 13522 in 2009, which established labor-management forums across the Federal Government, both labor and management representatives have dedicated time to building better labor-management relationships and collaborating on workplace issues within their organizations. One of the central goals of the forums is to help agencies better accomplish their mission in delivering high quality products, services, and protection to the American public. In many agencies, the forums' efforts are focusing on time and cost-saving initiatives. The forums also mirror private-sector

initiatives in recent years to encourage strong labor-management relationships to drive better productivity and industry competitiveness.

Official Time Statistics for Fiscal Year 2011

The Office of Personnel Management (OPM) emphasizes that labor and management have a shared responsibility to ensure that official time is authorized and used appropriately. OPM expects labor and management to develop sensible arrangements for official time that meet the needs and expectations of agencies, employees, and the ultimate customers – the American people.

OPM used figures gathered from automated time and attendance systems via the Enterprise Human Resources Integration (EHRI) system to collect official time data. Agencies were asked to verify the official time hours used by employee representatives within their organizations, and to validate how those hours were used within four pre-defined categories (See Appendix A). Executive departments and agencies with employees represented by labor organizations, as well as the Government Printing Office and U.S. Capitol Police, are covered in this report.

Each agency that reported official time electronically received a consolidated report, encompassing all agency subcomponents, of their official time usage within each of the four categories. Since the EHRI system tracks individual records, it may not have accounted for changes to an employee's bargaining unit status during the course of the fiscal year. Recognizing this system's limitation, agencies were requested to authenticate this data against their internal records to ensure that the data reported for each agency was accurate and complete. Agencies that have not transitioned to an e-Payroll system were asked to submit their official time usage manually for FY 2011. All sixty-one agencies covered in this report confirmed or updated their official time data.

FY 2011 Survey Findings. During FY 2011, unions represented 1,202,733 non-Postal Federal civil service bargaining unit employees, an increase of 17,048 bargaining unit employees compared to FY 2010. Agencies reported that bargaining unit employees spent a total of 3,395,187 hours performing representational duties on official time, an increase of 9.66 percent compared to FY 2010. Government-wide, the number of official time hours used per bargaining unit employee on representational matters increased from 2.61 hours in FY 2010 to 2.82 hours during FY 2011. Factors contributing to the increase in official time used include:

- The increased number of bargaining unit employees;
- An increase in mid-term and term collective bargaining in several large agencies in FY 2011;
- The increased use of labor-management forums to help find more effective and lower cost ways to deliver government services; and,

- Increased emphasis in some agencies on accurately documenting official time compared to previous years.

Official time costs represented one tenth of one percent of the total cost of salary and benefits for Federal employees in FY 2011, yet can contribute in meaningful ways to the ability of Federal employees to carry out their duties on behalf of the American people.

TOTAL OFFICIAL TIME HOURS - FY 2007-2011					
	FY 2011	FY 2010	FY 2009	FY 2008	FY 2007
Total Official Time Hours	3,395,187	3,096,018	2,991,378	2,893,922	2,800,741
Rate (Hours per BU Employee)	2.82	2.61	2.58	2.60	2.69

Comparison of Hours Reported to Previous Fiscal Year. The following table shows the hours reported by agency in FY 2010 and FY 2011, and the change in percentage between the two years. The data show wide variations in official time hours reported among agencies compared to the previous year. Many of the agencies showing the widest variation from the previous year, however, have a small number of bargaining unit employees. Thus, modest numerical changes in reported hours translate into significant percentage changes for these agencies. Eighteen of the 61 agencies reported reductions in the number of official time hours used.

OFFICIAL TIME HOURS – FY 2011 vs. FY 2010							
Department/ Agency	FY 2011 Official Time Hours	FY 2010 Official Time Hours	% Change	Department/ Agency	FY 2011 Official Time Hours	FY 2010 Official Time Hours	% Change
Agencies with 1,000 or fewer bargaining unit employees							
African Development Foundation	0.00	0.00	0.00%	National Credit Union Administration	3,634.00	1,088.20	234.00%
Armed Forces Retirement Home	416.00	208.00	100.00%	National Endowment for the Humanities	315.00	280.00	12.50%
Commission on Civil Rights	0.00	0.00	0.00%	National Gallery of Art	1,992.00	1,093.25	82.21%
Commodity Futures Trading Commission	216.00	216.00	0.00%	National Mediation Board	0.00	0.00	0.00%
Consumer Product Safety Commission	460.00	97.75	370.59%	National Science Foundation	1,153.50	1,619.25	-28.76%

OFFICIAL TIME HOURS – FY 2011 vs. FY 2010

Department/ Agency	FY 2011 Official Time Hours	FY 2010 Official Time Hours	% Change	Department/ Agency	FY 2011 Official Time Hours	FY 2010 Official Time Hours	% Change
Corporation for National and Community Service	90.00	200.50	-55.11%	National Transportation Safety Board	161.50	133.00	21.43%
Court Services and Offender Supervision Agency	91.00	187.75	-51.53%	Overseas Private Investment Corporation	315.00	258.00	22.09%
Export-Import Bank	30.00	30.80	-2.60%	Peace Corps	363.00	1,195.00	-69.62%
Federal Election Commission	781.25	144.40	441.03%	Pension Benefit Guaranty Corporation	1,810.50	462.75	291.25%
Federal Mediation and Conciliation Service	0.00	0.00	0.00%	Presidio Trust	132.50	102.00	29.90%
Federal Trade Commission	105.00	318.00	-66.98%	Pretrial Services Agency for the District of Columbia	1,221.75	544.50	124.38%
Holocaust Memorial Museum	0.00	0.00	0.00%	Railroad Retirement Board	4,348.00	5,253.20	-17.23%
International Boundary and Water Commission	21.00	0.00	N/A	U.S. Capitol Police	2,387.00	3,347.50	-28.69%
Merit Systems Protection Board	129.00	83.00	55.42%	U.S. International Trade Commission	359.50	534.50	-32.74%
Agencies with 25,000 or fewer bargaining unit employees							
Agency for International Development	5,480.00	4,080.00	34.31%	Housing and Urban Development	47,501.75	40,978.25	15.92%
Broadcasting Board of Governors	9,688.00	9,688.00	0.00%	Interior	16,513.00	14,311.75	15.38%
Commerce	43,291.25	41,864.50	3.41%	Labor	72,954.00	54,434.00	34.02%

OFFICIAL TIME HOURS – FY 2011 vs. FY 2010

Department/ Agency	FY 2011 Official Time Hours	FY 2010 Official Time Hours	% Change	Department/ Agency	FY 2011 Official Time Hours	FY 2010 Official Time Hours	% Change
Education	11,796.75	10,223.25	15.39%	National Aeronautics and Space Administration	16,109.75	16,485.31	-2.28%
Energy	9,624.50	11,301.00	-14.83%	National Archives and Records Administration	5,494.00	5,327.60	3.12%
Environmental Protection Agency	39,120.00	36,846.00	6.17%	National Labor Relations Board	12,911.00	11,480.00	12.47%
Equal Employment Opportunity Commission	15,101.25	12,841.75	17.59%	Nuclear Regulatory Commission	2,925.25	2,985.00	-2.00%
Federal Communications Commission	2,317.00	1,366.25	69.59%	Office of Personnel Management	6,992.00	6,180.00	13.14%
Federal Deposit Insurance Corporation	4,910.25	5,839.25	-15.91%	Securities and Exchange Commission	5,842.75	4,321.50	35.20%
Federal Energy Regulatory Commission	1,623.00	825.00	96.73%	Small Business Administration	4,421.75	4,243.50	4.20%
General Services Administration	38,442.20	40,133.00	-4.21%	Smithsonian	77.75	172.80	-55.01%
Government Printing Office	7,407.00	7,292.00	1.58%	State (includes AFSA unit)	11,117.00	10,989.00	1.16%
Agencies with more than 25,000 bargaining unit employees							
Agriculture	135,700.00	124,223.00	9.24%	Social Security Administration	229,195.00	229,311.00	-0.05%
Defense	355,029.48	348,703.71	1.81%	Transportation	264,561.83	237,004.06	11.63%
Health and Human Services	28,633.35	38,618.69	-25.86%	Treasury	625,704.00	649,170.00	-3.61%

OFFICIAL TIME HOURS – FY 2011 vs. FY 2010							
Department/ Agency	FY 2011 Official Time Hours	FY 2010 Official Time Hours	% Change	Department/ Agency	FY 2011 Official Time Hours	FY 2010 Official Time Hours	% Change
Homeland Security	171,309.00	130,582.50	31.19%	Veterans Affairs	998,483.00	809,740.47	23.31%
Justice	174,377.25	157,058.50	11.03%	Government- wide	3,395,187	3,096,018	9.66%

Official Time Rates. The official time rate, also referred to as the Hours Per Employee (HPE) rate, which indicates the number of official time hours expended per bargaining unit employee, allows for meaningful comparisons of official time usage among agencies. The HPE rate may not show a change in total figures due to rounding. Although figures are rounded, slight variations in the HPE rate are reflected in the percentage of change. The average FY 2011 Government-wide HPE rate was 2.82 which is an increase to the FY 2010 HPE rate of 2.61.

OFFICIAL TIME RATE - FY 2011 vs. FY 2010							
Department/ Agency	FY 2011 Official Time Rate	FY 2010 Official Time Rate	% Change	Department/ Agency	FY 2011 Official Time Rate	FY 2010 Official Time Rate	% Change
African Development Foundation	0.00	0.00	0.00%	Justice	5.08	4.63	9.69%
Agency for International Development	1.86	1.65	12.55%	Labor	6.22	4.77	30.49%
Agriculture	4.03	3.56	13.27%	Merit Systems Protection Board	1.68	1.05	59.46%
Armed Forces Retirement Home	3.30	1.58	109.52%	National Aeronautics and Space Administration	1.67	1.66	0.78%
Broadcasting Board of Governors	9.41	9.13	3.11%	National Archives and Records Administration	2.71	1.83	48.48%

OFFICIAL TIME RATE - FY 2011 vs. FY 2010

Department/ Agency	FY 2011 Official Time Rate	FY 2010 Official Time Rate	% Change	Department/ Agency	FY 2011 Official Time Rate	FY 2010 Official Time Rate	% Change
Commerce	2.05	2.09	-2.18%	National Credit Union Administration	3.77	1.26	199.35%
Commission on Civil Rights	0.00	0.00	0.00%	National Endowment for the Humanities	10.16	7.18	41.53%
Commodity Futures Trading Commission	3.38	3.32	1.56%	National Gallery of Art	5.11	2.73	86.88%
Consumer Product Safety Commission	1.15	0.38	200.75%	National Labor Relations Board	12.38	10.67	16.02%
Corporation for National and Community Service	0.24	0.52	-53.66%	National Mediation Board	0.00	0.00	0.00%
Court Services and Offender Supervision Agency	0.25	0.49	-49.57%	National Science Foundation	1.19	1.67	-28.32%
Defense	0.79	0.79	-0.57%	National Transportation Safety Board	0.56	0.52	8.27%
Education	4.16	3.90	6.65%	Nuclear Regulatory Commission	1.06	1.06	0.06%
Energy	1.51	1.68	-9.77%	Office of Personnel Management	5.26	4.74	10.84%
Environmental Protection Agency	3.04	2.97	2.28%	Overseas Private Investment Corporation	3.12	2.58	20.88%
Equal Employment Opportunity Commission	8.26	6.82	21.20%	Peace Corps	0.76	2.66	-71.34%
Export-Import Bank	0.52	0.50	2.44%	Pension Benefit Guaranty Corporation	2.96	0.78	279.74%
Federal Communications Commission	2.10	1.17	79.26%	Presidio Trust	0.83	0.61	36.44%

OFFICIAL TIME RATE - FY 2011 vs. FY 2010

Department/ Agency	FY 2011 Official Time Rate	FY 2010 Official Time Rate	% Change	Department/ Agency	FY 2011 Official Time Rate	FY 2010 Official Time Rate	% Change
Federal Deposit Insurance Corporation	0.79	0.95	-16.39%	Pretrial Services Agency for the District of Columbia	4.18	1.82	129.76%
Federal Election Commission	3.81	0.68	459.51%	Railroad Retirement Board	6.15	7.36	-16.41%
Federal Energy Regulatory Commission	1.45	0.74	95.33%	Securities and Exchange Commission	2.08	1.57	32.60%
Federal Mediation and Conciliation Service	0.00	0.00	0.00%	Small Business Administration	3.02	3.23	-6.75%
Federal Trade Commission	0.34	1.04	-67.62%	Smithsonian	0.03	0.07	-54.49%
General Services Administration	5.31	5.56	-4.37%	Social Security Administration	4.39	4.18	5.12%
Government Printing Office	5.28	3.98	32.49%	State (includes AFSA unit)	0.61	0.60	1.16%
Health and Human Services	0.93	1.26	-26.07%	Transportation	6.76	6.04	11.89%
Holocaust Memorial Museum	0.00	0.00	0.00%	Treasury	7.02	7.02	-0.03%
Homeland Security	2.51	2.04	23.25%	U.S. Capitol Police	2.42	3.43	-29.49%
Housing and Urban Development	6.87	5.76	19.38%	U.S. International Trade Commission	1.52	2.26	-32.74%
Interior	0.79	0.71	12.27%	Veterans Affairs	4.02	3.37	19.34%
International Boundary and Water Commission	0.13	0.00	N/A	Grand Total - all agencies	2.82	2.61	8.11%

Categories. Agencies report official time by categories: Term Negotiations, Mid-Term Negotiations, Dispute Resolution, and General Labor-Management Relations. Official time usage for General Labor-Management Relations accounted for the greatest share of Government-wide official time hours. Agencies reported 2,576,303.86 hours in the General Labor-Management Relations category, representing 75.88 percent of all reported official time hours.

OFFICIAL TIME USE BY CATEGORY – FY 2011						
Department/ Agency	Bargaining Unit Employees	2011 Total Hours	Term Negotiations	Mid-Term Negotiations	Dispute Resolution	General Labor-Mgmt Relations
African Development Foundation	1.00	0.00	0.00	0.00	0.00	0.00
Agency for International Development	2,944.00	5,480.00	20.00	10.00	625.00	4,825.00
Agriculture	33,631.00	135,700.00	3,875.50	2,355.00	13,760.75	115,708.75
Armed Forces Retirement Home	126.00	416.00	0.00	0.00	0.00	416.00
Broadcasting Board of Governors	1,029.00	9,688.00	0.00	0.00	48.00	9,640.00
Commerce	21,143.00	43,291.25	1,005.50	1,691.75	14,401.50	26,192.50
Commission on Civil Rights	9.00	0.00	0.00	0.00	0.00	0.00
Commodity Futures Trading Commission	64.00	216.00	0.00	0.00	0.00	216.00
Consumer Product Safety Commission	399.00	460.00	0.00	0.00	148.00	312.00
Corporation for National and Community Service	370.00	90.00	0.00	0.00	33.50	56.50
Court Services and Offender Supervision Agency	370.00	91.00	0.00	0.00	16.00	75.00
Defense	450,999.00	355,029.48	43,067.17	4,566.50	98,891.57	208,504.24
Education	2,838.00	11,796.75	3,507.75	613.50	1,508.50	6,167.00
Energy	6,353.00	9,624.50	849.00	123.50	3,863.75	4,788.25
Environmental Protection Agency	12,883.00	39,120.00	289.00	50.00	6,758.00	32,023.00
Equal Employment Opportunity Commission	1,828.00	15,101.25	963.50	63.00	1,668.50	12,406.25
Export-Import Bank	58.00	30.00	0.00	0.00	0.00	30.00

OFFICIAL TIME USE BY CATEGORY – FY 2011

Department/ Agency	Bargaining Unit Employees	2011 Total Hours	Term Negotiations	Mid-Term Negotiations	Dispute Resolution	General Labor-Mgmt Relations
Federal Communications Commission	1,105.00	2,317.00	1,189.25	78.50	555.50	493.75
Federal Deposit Insurance Corporation	6,189.00	4,910.25	300.50	105.50	1,100.00	3,404.25
Federal Election Commission	205.00	781.25	695.50	0.00	13.00	72.75
Federal Energy Regulatory Commission	1,123.00	1,623.00	4.00	308.00	35.00	1,276.00
Federal Mediation and Conciliation Service	28.00	0.00	0.00	0.00	0.00	0.00
Federal Trade Commission	311.00	105.00	0.00	3.00	0.00	102.00
General Services Administration	7,236.00	38,442.20	978.00	3,815.12	16,824.50	16,824.50
Government Printing Office	1,403.00	7,407.00	80.00	0.00	2,074.00	5,253.00
Health and Human Services	30,837.00	28,633.35	6,667.25	1,095.20	7,153.55	13,717.35
Holocaust Memorial Museum	13.00	0.00	0.00	0.00	0.00	0.00
Homeland Security	68,209.00	171,309.00	15,321.00	16,390.50	45,647.75	93,949.75
Housing and Urban Development	6,910.00	47,501.75	21,973.00	612.25	21,231.25	3,685.25
Interior	20,816.00	16,513.00	1,093.50	437.00	1,713.50	13,269.00
International Boundary and Water Commission	158.00	21.00	0.00	0.00	0.00	21.00
Justice	34,312.00	174,377.25	26,008.25	850.50	26,189.50	121,329.00
Labor	11,724.00	72,954.00	18,753.00	1,840.00	5,557.00	46,804.00
Merit Systems Protection Board	77.00	129.00	0.00	0.00	0.00	129.00
National Aeronautics and Space Administration	9,633.00	16,109.75	0.00	483.50	2,479.25	13,147.00
National Archives and Records Administration	2,026.00	5,494.00	0.00	62.40	315.70	5,115.90
National Credit Union Administration	964.00	3,634.60	2,594.30	96.00	445.00	499.30
National Endowment for the Humanities	31.00	315.00	0.00	0.00	3.00	312.00

OFFICIAL TIME USE BY CATEGORY – FY 2011						
Department/ Agency	Bargaining Unit Employees	2011 Total Hours	Term Negotiations	Mid-Term Negotiations	Dispute Resolution	General Labor-Mgmt Relations
National Gallery of Art	390.00	1,992.00	0.00	0.00	1,322.50	669.50
National Labor Relations Board	1,043.00	12,911.00	1,595.00	1,678.00	1,074.00	8,564.00
National Mediation Board	8.00	0.00	0.00	0.00	0.00	0.00
National Science Foundation	966.00	1,153.50	0.00	13.25	159.00	981.25
National Transportation Safety Board	286.00	161.50	0.00	0.00	2.00	159.50
Nuclear Regulatory Commission	2,754.00	2,925.25	0.00	9.50	762.00	2,153.75
Office of Personnel Management	1,330.00	6,992.00	0.00	832.00	2,080.00	4,080.00
Overseas Private Investment Corporation	101.00	315.00	0.00	0.00	20.00	295.00
Peace Corps	477.00	363.00	0.00	0.00	72.00	291.00
Pension Benefit Guaranty Corporation	612.00	1,810.50	1,265.50	220.00	9.00	316.00
Presidio Trust	159.00	132.50	64.50	0.00	0.00	68.00
Pretrial Services Agency for the District of Columbia	292.00	1,221.75	380.25	24.75	66.50	750.25
Railroad Retirement Board	707.00	4,348.00	0.00	0.00	2.50	4,345.50
Securities and Exchange Commission	2,811.00	5,842.75	533.00	751.50	747.25	3,811.00
Small Business Administration	1,466.00	4,421.75	902.50	0.75	2,562.25	956.25
Smithsonian	2,614.00	77.75	0.00	0.00	37.50	40.25
Social Security Administration	52,176.00	229,195.00	12,117.00	2,505.00	7,116.00	207,457.00
State (includes AFSA unit)	18,300.00	11,117.00	419.00	1,806.00	2,715.00	6,177.00
Transportation	39,131.00	264,561.83	6,973.68	2,730.23	12,851.10	242,006.82
Treasury	89,123.00	625,704.00	561.00	10,739.00	57,488.00	556,916.00
U.S. Capitol Police	987.00	2,387.00	8.00	12.00	84.00	2,283.00

OFFICIAL TIME USE BY CATEGORY – FY 2011						
Department/ Agency	Bargaining Unit Employees	2011 Total Hours	Term Negotiations	Mid-Term Negotiations	Dispute Resolution	General Labor-Mgmt Relations
U.S. International Trade Commission	236.00	359.50	0.00	0.00	0.00	359.50
Veterans Affairs	248,409.00	998,483.00	27,837.00	43,641.00	154,147.00	772,858.00
Grand Total – all agencies	1,202,733.00	3,395,187.21	201,891.40	100,613.70	516,378.17	2,576,303.86

Cost. Costs were estimated based on September 2011 wage data provided through the Enterprise Human Resources Integration Statistical Data Mart (EHRI-SDM). The estimated total payroll costs, salary and benefits, for FY 2011 official time hours was \$155,573,739.25. We estimate each agency's official time wage costs by multiplying the reported official time hours by each agency's average bargaining unit employee hourly wage plus fringe benefits. In comparing FY 2010 and FY 2011 data, the cost of official time hours increased by 11.86 percent. This increase reflects, in part, the increased number of bargaining unit employees and the corresponding increase in official time usage Government-wide.

OFFICIAL TIME COST BY AGENCY – FY 2011 vs. 2010					
Department/ Agency	FY 11 Cost	FY 10 Cost	Department/ Agency	FY 11 Cost	FY 10 Cost
African Development Foundation	\$0.00	\$0.00	Justice	\$6,948,318.30	\$6,207,833.41
Agency for International Development	\$364,424.74	\$276,881.88	Labor	\$3,699,810.31	\$2,723,717.60
Agriculture	\$4,621,024.67	\$4,106,537.23	Merit Systems Protection Board	\$11,903.03	\$7,570.73
Armed Forces Retirement Home	\$11,970.60	\$6,007.46	National Aeronautics and Space Administration	\$1,184,404.81	\$1,202,705.57
Broadcasting Board of Governors	\$563,732.61	\$556,050.56	National Archives and Records Administration	\$205,644.91	\$196,999.42
Commerce	\$2,384,855.98	\$2,225,166.94	National Credit Union Administration	\$218,752.89	\$64,155.26
Commission on Civil Rights	\$0.00	\$0.00	National Endowment for the Humanities	\$17,838.39	\$15,675.38

OFFICIAL TIME COST BY AGENCY – FY 2011 vs. 2010

Department/ Agency	FY 11 Cost	FY 10 Cost	Department/ Agency	FY 11 Cost	FY 10 Cost
Commodity Futures Trading Commission	\$18,303.96	\$17,804.05	National Gallery of Art	\$60,397.35	\$32,925.90
Consumer Product Safety Commission	\$27,315.47	\$5,758.84	National Labor Relations Board	\$768,465.14	\$690,288.84
Corporation for National and Community Service	\$4,108.93	\$9,077.73	National Mediation Board	\$0.00	\$0.00
Court Services and Offender Supervision Agency	\$4,624.04	\$9,222.38	National Science Foundation	\$83,361.66	\$115,538.69
Defense	\$13,996,108.85	\$13,566,122.35	National Transportation Safety Board	\$11,659.04	\$9,814.50
Education	\$727,089.24	\$629,710.44	Nuclear Regulatory Commission	\$212,559.23	\$213,668.42
Energy	\$587,090.29	\$684,310.81	Office of Personnel Management	\$322,124.01	\$278,916.47
Environmental Protection Agency	\$2,562,906.02	\$2,379,429.11	Overseas Private Investment Corporation	\$19,904.34	\$16,046.45
Equal Employment Opportunity Commission	\$759,554.14	\$625,938.33	Peace Corps	\$15,665.51	\$50,965.24
Export-Import Bank	\$1,305.68	\$1,348.39	Pension Benefit Guaranty Corporation	\$108,006.52	\$27,559.40
Federal Communications Commission	\$170,569.04	\$99,187.73	Presidio Trust	\$5,605.74	\$4,137.31
Federal Deposit Insurance Corporation	\$344,502.42	\$387,128.83	Pretrial Services Agency for the District of Columbia	\$62,081.48	\$26,746.12
Federal Election Commission	\$45,093.71	\$8,238.77	Railroad Retirement Board	\$212,789.80	\$257,131.47
Federal Energy Regulatory Commission	\$112,569.69	\$56,737.88	Securities and Exchange Commission	\$547,913.20	\$394,705.49
Federal Mediation and Conciliation Service	\$0.00	\$0.00	Small Business Administration	\$241,128.61	\$229,823.43
Federal Trade Commission	\$5,837.88	\$17,181.14	Smithsonian	\$2,982.07	\$6,935.92
General Services Administration	\$2,058,355.69	\$2,103,475.38	Social Security Administration	\$9,913,668.14	\$9,694,940.02

OFFICIAL TIME COST BY AGENCY – FY 2011 vs. 2010					
Department/ Agency	FY 11 Cost	FY 10 Cost	Department/ Agency	FY 11 Cost	FY 10 Cost
Government Printing Office	\$346,814.61	\$333,197.88	State (includes AFSA unit)	\$622,587.80	\$611,994.61
Health and Human Services	\$1,467,595.34	\$1,944,579.35	Transportation	\$17,712,397.98	\$15,475,649.96
Holocaust Memorial Museum	\$0.00	\$0.00	Treasury	\$27,314,928.23	\$27,619,268.73
Homeland Security	\$7,816,239.51	\$5,699,682.92	U.S. Capitol Police	\$119,642.50	\$156,935.25
Housing and Urban Development	\$2,732,335.34	\$2,313,019.78	U.S. International Trade Commission	\$24,315.27	\$36,220.87
Interior	\$604,903.47	\$513,474.14	Veterans Affairs	\$42,565,000.79	\$34,137,767.50
International Boundary and Water Commission	\$650.28	\$0.00	Grand Total -all agencies	\$155,573,739.25	\$139,081,908.20

Conclusion. Total official time hours across the Government have increased 9.66 percent from fiscal year 2010 to fiscal year 2011. The hours expended per bargaining unit employee increased from 2.61 to 2.82 from fiscal year 2010 to fiscal year 2011.

For further information regarding this report, please contact Partnership and Labor Relations at PLR@OPM.gov.

Definitions and Terminology

Official Time means all time, regardless of agency nomenclature, granted to an employee by the agency to perform representational functions under 5 U.S.C. Chapter 71 and by collective bargaining agreement when the employee would otherwise be in a duty status.

Official Time Reporting Categories— agencies are being asked to report four categories of official time use.

- **Term Negotiations**— this category for reporting official time hours refers to time used by union representatives to prepare for and negotiate a basic collective bargaining agreement or its successor.
- **Mid-Term Negotiations**— this category for reporting official time hours refers to time used to bargain over issues raised during the life of a term agreement.
- **Dispute Resolution**— this category for reporting official time hours refers to time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies such as the MSPB, FLRA and EEOC and, as necessary, to the courts.
- **General Labor-Management Relations**— this category for reporting official time hours refers to time used for activities not included in the above three categories. Examples of such activities include: meetings between labor and management officials to discuss general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.

Representational Functions refers to activities undertaken by employees acting on behalf of the labor organization or fulfilling the organization's responsibility to represent bargaining unit employees in accordance with 5 U.S.C. Chapter 71 and a collective bargaining agreement.

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OFFICIAL TIME SUMMARY BY AGENCY – FY 2011

Department/ Agency	2011 BU Employees	2011 Total Hours ¹	Term Negotiations	Mid-Term Negotiations	Dispute Resolution	General Labor-Mgmt Relations	Hours per BU employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
African Development Foundation	1.00	0.00	0.00	0.00	0.00	0.00	0.00	\$32.27	\$0.00	\$0.00
Agency for International Development	2,944.00	5,480.00	20.00	10.00	625.00	4,825.00	1.86	\$48.63	\$266,470.27	\$364,424.74
Agriculture	33,631.00	135,700.00	3,875.50	2,355.00	13,760.75	115,708.75	4.03	\$24.90	\$3,378,930.00	\$4,621,024.67
Armed Forces Retirement Home	126.00	416.00	0.00	0.00	0.00	416.00	3.30	\$21.04	\$8,753.00	\$11,970.60
Broadcasting Board of Governors	1,029.00	9,688.00	0.00	0.00	48.00	9,640.00	9.41	\$42.55	\$412,205.77	\$563,732.61
Commerce	21,143.00	43,291.25	1,005.50	1,691.75	14,401.50	26,192.50	2.05	\$40.28	\$1,743,825.66	\$2,384,855.98
Commission on Civil Rights	9.00	0.00	0.00	0.00	0.00	0.00	0.00	\$35.60	\$0.00	\$0.00
Commodity Futures Trading Commission	64.00	216.00	0.00	0.00	0.00	216.00	3.38	\$61.96	\$13,384.00	\$18,303.96
Consumer Product Safety Commission	399.00	460.00	0.00	0.00	148.00	312.00	1.15	\$43.42	\$19,973.29	\$27,315.47

¹ Numbers may not total due to rounding.

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OFFICIAL TIME SUMMARY BY AGENCY – FY 2011

Department/ Agency	2011 BU Employees	2011 Total Hours ¹	Term Negotiations	Mid-Term Negotiations	Dispute Resolution	General Labor-Mgmt Relations	Hours per BU employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
Corporation for National and Community Service	370.00	90.00	0.00	0.00	33.50	56.50	0.24	\$33.38	\$3,004.49	\$4,108.93
Court Services and Offender Supervision Agency	370.00	91.00	0.00	0.00	16.00	75.00	0.25	\$37.16	\$3,381.13	\$4,624.04
Defense	450,999.00	355,029.48	43,067.17	4,566.50	98,891.57	208,504.24	0.79	\$28.83	\$10,234,066.14	\$13,996,108.85
Education	2,838.00	11,796.75	3,507.75	613.50	1,508.50	6,167.00	4.16	\$45.07	\$531,653.43	\$727,089.24
Energy	6,353.00	9,624.50	849.00	123.50	3,863.75	4,788.25	1.51	\$44.60	\$429,285.09	\$587,090.29
Environmental Protection Agency	12,883.00	39,120.00	289.00	50.00	6,758.00	32,023.00	3.04	\$47.90	\$1,874,017.27	\$2,562,906.02
Equal Employment Opportunity Commission	1,828.00	15,101.25	963.50	63.00	1,668.50	12,406.25	8.26	\$36.78	\$555,392.03	\$759,554.14
Export-Import Bank	58.00	30.00	0.00	0.00	0.00	30.00	0.52	\$31.82	\$954.72	\$1,305.68
Federal Communications Commission	1,105.00	2,317.00	1,189.25	78.50	555.50	493.75	2.10	\$53.83	\$124,721.44	\$170,569.04
Federal Deposit Insurance Corporation	6,189.00	4,910.25	300.50	105.50	1,100.00	3,404.25	0.79	\$51.30	\$251,902.91	\$344,502.42

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OFFICIAL TIME SUMMARY BY AGENCY – FY 2011

Department/ Agency	2011 BU Employees	2011 Total Hours ¹	Term Negotiations	Mid-Term Negotiations	Dispute Resolution	General Labor-Mgmt Relations	Hours per BU employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
Federal Election Commission	205.00	781.25	695.50	0.00	13.00	72.75	3.81	\$42.21	\$32,972.88	\$45,093.71
Federal Energy Regulatory Commission	1,123.00	1,623.00	4.00	308.00	35.00	1,276.00	1.45	\$50.72	\$82,311.85	\$112,569.69
Federal Mediation and Conciliation Service	28.00	0.00	0.00	0.00	0.00	0.00	0.00	\$32.65	\$0.00	\$0.00
Federal Trade Commission	311.00	105.00	0.00	3.00	0.00	102.00	0.34	\$40.65	\$4,268.70	\$5,837.88
General Services Administration	7,236.00	38,442.20	978.00	3,815.12	16,824.50	16,824.50	5.31	\$39.15	\$1,505,086.06	\$2,058,355.69
Government Printing Office	1,403.00	7,407.00	80.00	0.00	2,074.00	5,253.00	5.28	\$34.24	\$253,593.60	\$346,814.61
Health and Human Services	30,837.00	28,633.35	6,667.25	1,095.20	7,153.55	13,717.35	0.93	\$37.48	\$1,073,117.39	\$1,467,595.34
Holocaust Memorial Museum	13.00	0.00	0.00	0.00	0.00	0.00	0.00	\$27.88	\$0.00	\$0.00
Homeland Security	68,209.00	171,309.00	15,321.00	16,390.50	45,647.75	93,949.75	2.51	\$33.36	\$5,715,296.51	\$7,816,239.51
Housing and Urban Development	6,910.00	47,501.75	21,973.00	612.25	21,231.25	3,685.25	6.87	\$42.06	\$1,997,905.34	\$2,732,335.34

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OFFICIAL TIME SUMMARY BY AGENCY – FY 2011

Department/ Agency	2011 BU Employees	2011 Total Hours ¹	Term Negotiations	Mid-Term Negotiations	Dispute Resolution	General Labor-Mgmt Relations	Hours per BU employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
Interior	20,816.00	16,513.00	1,093.50	437.00	1,713.50	13,269.00	0.79	\$26.79	\$442,310.23	\$604,903.47
International Boundary and Water Commission	158.00	21.00	0.00	0.00	0.00	21.00	0.13	\$22.64	\$475.49	\$650.28
Justice	34,312.00	174,377.25	26,008.25	850.50	26,189.50	121,329.00	5.08	\$29.14	\$5,080,665.62	\$6,948,318.30
Labor	11,724.00	72,954.00	18,753.00	1,840.00	5,557.00	46,804.00	6.22	\$37.08	\$2,705,330.73	\$3,699,810.31
Merit Systems Protection Board	77.00	129.00	0.00	0.00	0.00	129.00	1.68	\$67.47	\$8,703.59	\$11,903.03
National Aeronautics and Space Administration	9,633.00	16,109.75	0.00	483.50	2,479.25	13,147.00	1.67	\$53.76	\$866,046.22	\$1,184,404.81
National Archives and Records Administration	2,026.00	5,494.00	0.00	62.40	315.70	5,115.90	2.71	\$27.37	\$150,369.20	\$205,644.91
National Credit Union Administration	964.00	3,634.60	2,594.30	96.00	445.00	499.30	3.77	\$44.01	\$159,953.85	\$218,752.89
National Endowment for the Humanities	31.00	315.00	0.00	0.00	3.00	312.00	10.16	\$41.41	\$13,043.57	\$17,838.39
National Gallery of Art	390.00	1,992.00	0.00	0.00	1,322.50	669.50	5.11	\$22.17	\$44,163.02	\$60,397.35

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OFFICIAL TIME SUMMARY BY AGENCY – FY 2011

Department/ Agency	2011 BU Employees	2011 Total Hours ¹	Term Negotiations	Mid-Term Negotiations	Dispute Resolution	General Labor-Mgmt Relations	Hours per BU employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
National Labor Relations Board	1,043.00	12,911.00	1,595.00	1,678.00	1,074.00	8,564.00	12.38	\$43.52	\$561,907.82	\$768,465.14
National Mediation Board	8.00	0.00	0.00	0.00	0.00	0.00	0.00	\$31.16	\$0.00	\$0.00
National Science Foundation	966.00	1,153.50	0.00	13.25	159.00	981.25	1.19	\$52.84	\$60,954.71	\$83,361.66
National Transportation Safety Board	286.00	161.50	0.00	0.00	2.00	159.50	0.56	\$52.79	\$8,525.18	\$11,659.04
Nuclear Regulatory Commission	2,754.00	2,925.25	0.00	9.50	762.00	2,153.75	1.06	\$53.13	\$155,425.00	\$212,559.23
Office of Personnel Management	1,330.00	6,992.00	0.00	832.00	2,080.00	4,080.00	5.26	\$33.69	\$235,539.64	\$322,124.01
Overseas Private Investment Corporation	101.00	315.00	0.00	0.00	20.00	295.00	3.12	\$46.20	\$14,554.21	\$19,904.34
Peace Corps	477.00	363.00	0.00	0.00	72.00	291.00	0.76	\$31.56	\$11,454.74	\$15,665.51
Pension Benefit Guaranty Corporation	612.00	1,810.50	1,265.50	220.00	9.00	316.00	2.96	\$43.62	\$78,975.23	\$108,006.52
Presidio Trust	159.00	132.50	64.50	0.00	0.00	68.00	0.83	\$30.94	\$4,098.96	\$5,605.74

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OFFICIAL TIME SUMMARY BY AGENCY – FY 2011

Department/ Agency	2011 BU Employees	2011 Total Hours ¹	Term Negotiations	Mid-Term Negotiations	Dispute Resolution	General Labor-Mgmt Relations	Hours per BU employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
Pretrial Services Agency for the District of Columbia	292.00	1,221.75	380.25	24.75	66.50	750.25	4.18	\$37.16	\$45,394.47	\$62,081.48
Railroad Retirement Board	707.00	4,348.00	0.00	0.00	2.50	4,345.50	6.15	\$35.79	\$155,593.60	\$212,789.80
Securities and Exchange Commission	2,811.00	5,842.75	533.00	751.50	747.25	3,811.00	2.08	\$68.57	\$400,638.49	\$547,913.20
Small Business Administration	1,466.00	4,421.75	902.50	0.75	2,562.25	956.25	3.02	\$39.87	\$176,315.16	\$241,128.61
Smithsonian	2,614.00	77.75	0.00	0.00	37.50	40.25	0.03	\$28.05	\$2,180.51	\$2,982.07
Social Security Administration	52,176.00	229,195.00	12,117.00	2,505.00	7,116.00	207,457.00	4.39	\$31.63	\$7,248,953.01	\$9,913,668.14
State (includes AFSA unit)	18,300.00	11,117.00	419.00	1,806.00	2,715.00	6,177.00	0.61	\$40.95	\$455,241.15	\$622,587.80
Transportation	39,131.00	264,561.83	6,973.68	2,730.23	12,851.10	242,006.82	6.76	\$48.95	\$12,951,446.32	\$17,712,397.98
Treasury	89,123.00	625,704.00	561.00	10,739.00	57,488.00	556,916.00	7.02	\$31.92	\$19,972,892.83	\$27,314,928.23
U.S. Capitol Police	987.00	2,387.00	8.00	12.00	84.00	2,283.00	2.42	\$36.65	\$87,483.55	\$119,642.50

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OFFICIAL TIME SUMMARY BY AGENCY – FY 2011

Department/ Agency	2011 BU Employees	2011 Total Hours	Term Negotiations	Mid-Term Negotiations	Dispute Resolution	General Labor-Mgmt Relations	Hours per BU employee	Hourly Rate	Salary Cost	Salary + Benefits Cost
U.S. International Trade Commission	236.00	359.50	0.00	0.00	0.00	359.50	1.52	\$49.46	\$17,779.52	\$24,315.27
Veterans Affairs	248,409.00	998,483.00	27,837.00	43,641.00	154,147.00	772,858.00	4.02	\$31.17	\$31,123,867.21	\$42,565,000.79
Grand Total - all agencies	1,202,733.00	3,395,187.21	201,891.40	100,613.70	516,378.17	2,576,303.86	2.82	\$33.51	\$113,756,755.82	\$155,573,739.25



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